



Doing Business GUIDE

A Guide For Business Operation, Start-Up,
Relocation, and Expansion in Downtown Naples

5th
AVENUE
SOUTH

The Greater Naples Chamber of Commerce
Leading Businesses. Leading Communities.



***This Section provides
information on Frequently
Asked Questions
& Helpful Contacts.***

Downtown Naples, Florida is the ideal place to start or expand a business. The City of Naples, Fifth Avenue South Business Improvement District, Inc. (BID) and the Greater Naples Chamber of Commerce want to ensure that your business is successful for many years to come.

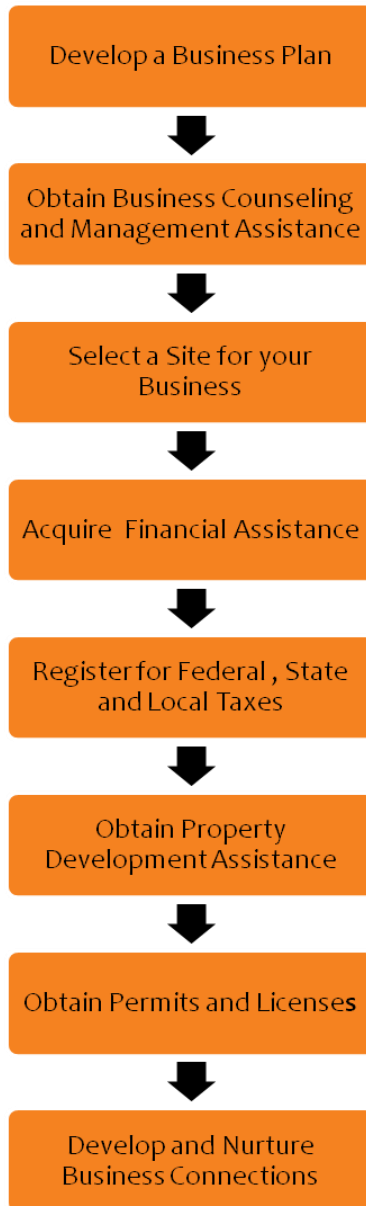
The *Doing Business Guide* is an important resource to facilitate business development. The *Guide* highlights the basic tools and resources necessary to successfully operate a business. Topics such as site selection, property improvements, signage, permitting, taxes and licensing are discussed within this booklet. Specific contact information is provided to make this *Guide* a great “one stop shop” for quick reference.

The *Guide* is downloadable from the Fifth Avenue South Website at **www.fifthavenuesouth.com** either as a full document; or by individual topic to ensure the document is navigable and easily downloadable.

Please note that information in this booklet may change as ordinances, permitting processes, and fees are revised and updated. Users are advised to verify all information with the appropriate department, agency or organization.

If you have any questions or comments regarding the *Doing Business Guide*, please contact the Fifth Avenue South Business Improvement District, Inc. at (239) 692-8436 or by email to **info@fifthavenuesouth.com**.

BUSINESS START-UP FLOW CHART



FAQ *in the 5th Avenue Business District*

I just opened a business and would like to place a "Grand Opening" banner outside. What is the process?

Temporary signs or banners are not permitted in the Fifth Avenue South Special Overlay District. Further questions should be directed to the City of Naples Building Department (239) 213-5020 or Planning Department (239) 213-1050.

Are open containers or consumption of alcohol allowed on the city sidewalks?

The City prohibits consumption of alcohol and open containers upon any city road right-of-way or sidewalk within the following zoning districts: C commercial districts, D downtown district, and any (PD) planned development which permits commercial uses. This provision shall not be applicable, however, to the consumption of an alcoholic beverage, or possession of an alcoholic beverage in an open container, in a licensed sidewalk cafe or where specifically authorized and approved by the city council for a special event.

What are the permitted days and hours for construction work, lawn maintenance, pressure washing and tree removal services?

In nonresidential areas: Monday through Saturday, 6:30 a.m. to 7:00 p.m. No work may be conducted on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

Sunday hours of operation exception: Lawn maintenance activities in residential and nonresidential areas may occur on Sunday between the hours of 8:00 a.m. and 7:00 p.m. Tree trimming or tree removal shall not occur on Sunday in residential or nonresidential areas unless a special permit is obtained.

FAQ *in the 5th Avenue Business District*

Who is responsible for maintaining the swales along the sidewalks on 5th Avenue South and the adjacent side streets?

In the city of Naples, maintenance of the right-of-way is handled by the adjacent property owner. The exceptions are city trees in the right-of-way which are maintained by the City of Naples.

Shrubbery maintenance is provided by the City of Naples only on public property and in the right-of-way along 5th Avenue South and 8th Street South. For more information, please contact the City of Naples' Community Services Department at (239) 213-7120.

What are the requirements for hanging holiday decorations, and holiday lights?

Temporary lighting is permitted throughout the 5th Avenue South Special Overlay District from November 15 through the following January 15th, or by approval of a special event permit by City Council. Multi-colored lighting is allowed at this time and may be in any configuration on the exterior storefront or building.

Holiday decorations –i.e. garland, bows, etc.; require approval of City Council. Annually, the BID requests blanket approval for garland and bows to be hung in the 5th Avenue BID district.

I would like to have a portable A-Frame sign on the sidewalk to promote my business? Is this allowed?

Portable A-Frame, Sandwich Board or Free Standing signage is prohibited in the Fifth Avenue Special Overlay District, excepting for restaurant menu boards; and portable restaurant and valet signs which must be approved by the City Manager per specific criteria. Further questions should be directed to the City of Naples Building Department (239) 213-5020 or Planning Department (239) 213-1050.

CONTACT INFORMATION

Fire or Police Emergency	9-1-1
Police Non-Emergency	(239) 213-4844
Fire Non-Emergency	(239) 213-4900

Business Associations

Discover Crayton Cove Business Association	(239) 404-5014
Fifth Avenue South Business Improvement District, Inc. (BID)	(239) 692-8436
Greater Naples Area Chamber of Commerce	(239) 262-6376
Old Naples Waterfront Assn. info@oldnapleswaterfrontassociation.org	
Third Street South Merchants Association	(239) 649-6707
Visitor Information Center	(239) 262-6141

City of Naples

Building Department	(239) 213-5020
City Clerk	(239) 213-1015
City Council and Mayor	(239) 213-1000
City Manager	(239) 213-1030
Code Enforcement	(239) 213-5030
Community Redevelopment Agency	(239) 213-1030
Community Services Department	(239) 213-7120
Finance Department (<i>Business Tax Receipt</i>)	(239) 213-1800
Parks and Recreation – <i>Community Services Department</i>	(239) 213-7120
Planning Department	(239) 213-1050
Solid Waste Department	(239) 213-4700
Streets and Stormwater	(239) 213-5000
Utilities Department	(239) 213-4745
Utilities Billing and Customer Service	(239) 213-1800

Collier County

Department of Business and Economic Development	(239) 252-8990
Department of Environmental Health	(239) 252-8200
Collier County Property Appraiser	(239) 252-8141
Collier County Tax Collector (<i>Business Tax Receipt</i>)	(239) 252-2477

State of Florida

Department of Business and Professional Regulation	(850) 487-1395
Division of Alcoholic Beverages and Tobacco	(239) 344-0885
Department of Economic Opportunity	(850) 245-7105
Department of Financial Services	(877) 693-5236
Department of Revenue – Naples Service Center	(239) 348-7565
Department of State – Division of Corporations	(850) 245-6052
Florida New Hire Reporting Center	(888) 854-4791
Florida Commission on Human Relations	(850) 488-7082

Helpful Business Resource Contact Information

American Institute of Architects (AIA-Florida)	(850) 222-7590
Collier Building Industry Association	(239) 436-6100
Center for Independent Living Gulf Coast	(239) 260-4575
Collier County Bar Association – <i>Lawyer Referral</i>	(239) 252-8138
Enterprise Florida, Inc.	(407) 956-5600
Florida Power and Light (FPL)	(800) 375-2434
Florida Venture Capital Program	(407) 838-1400
Florida Venture Forum	(813) 335-8116
Internal Revenue Service – Fort Myers Office	(239) 938-7601
Naples Area Board of Realtors (NABOR)	(239) 597-1666
Small Business Development Center (FGCU Campus)	(239) 745-3700
SCORE Association Naples	(239) 430-0081
Social Security Administration	(800) 772-1213
Tamiami Angel Fund II, LLC.	(239) 262-6300
U.S. Small Business Administration	(305) 536-5521
U.S. Department of Commerce	
Patent and Trademark Office	(800) 786-9199

The information provided in this document has been provided by or gathered from sources deemed reliable. However, the City of Naples, Fifth Avenue South Business Improvement District, Inc. and The Greater Naples Chamber of Commerce do not warrant or represent that the information is true or correct. Users are advised to verify all information independently.